

Veteran of the U.S. Military service? ☐ Yes ☒ No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

| | FLUENT | GOOD | FAIR |
|-------|--------|------|------|
| SPEAK | | | |
| READ | | | |
| WRITE | | | |

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin): _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals With Physical Or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

☐ Handicapped Individual ☐ Disabled Veteran ☐ Vietnam Era Veteran

Signed _____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

| | | | | | |
|---|--------------------|--------------------|----------------|----|----------------|
| 1 | Employer | Telephone | Dates Employed | | Work Performed |
| | | (913) 241-1234 | From | To | |
| | Address | | | | |
| | Job Title | Hourly Rate/Salary | | | |
| | | Starting | Final | | |
| | Supervisor | | | | |
| | Reason for Leaving | | | | |
| 2 | Employer | Telephone | Dates Employed | | Work Performed |
| | | () () () | From | To | |
| | Address | | | | |
| | Job Title | Hourly Rate/Salary | | | |
| | | Starting | Final | | |
| | Supervisor | | | | |
| | Reason for Leaving | | | | |
| 3 | Employer | Telephone | Dates Employed | | Work Performed |
| | | () () () | From | To | |
| | Address | | | | |
| | Job Title | Hourly Rate/Salary | | | |
| | | Starting | Final | | |
| | Supervisor | | | | |
| | Reason for Leaving | | | | |
| 4 | Employer | Telephone | Dates Employed | | Work Performed |
| | | () () () | From | To | |
| | Address | | | | |
| | Job Title | Hourly Rate/Salary | | | |

Mr. James Smith
500 Smith Way
Huntsville, Al 35801

Dear James

I was pleased to receive your phone call yesterday. Per our conversation, I will be expecting your thousand dollar check in the mail.

You will notice from the enclosed information shows WDRM radio with a number one rating in adults 25 to 54 years old. I trust you will find this information helpful in making a decision. Thank you again for your time yesterday.

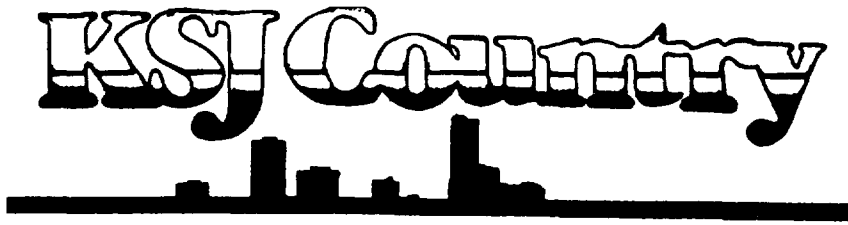
Sincerely,

Mark Goodman

1987 JOB APPLICATIONS

Mary Inge Herndon
1601 Knollwood Drive #24
Mobile, AL 36609
(205) 661-8814

- Objective:** *Seeking a position that will provide growth opportunities in the field of broadcasting leading to a management position.*
- Education:** Graduate of the University of Alabama, Tuscaloosa, with BA Degree in Communication; broadcast major, management minor. Date of graduation - May, 1986.
- Work Experience:** Sales Assistant at WKSJ-Radio, Mobile, Alabama. Responsibilities included management and coordination of daily sales business activities; included in this was designing creative proposals and letters as well as taking orders over the phone. (January, 1987 - June 19, 1987)
- Announcer and account executive at WVRT-Radio, Gordo, Alabama. Responsibilities included drafting and organizing station promotions and public relations, copywriting and production. (June, 1986 - December, 1986)
- Internship at WJRD-Radio, Tuscaloosa, Alabama. Involved in planning and implementation of station promotions; wrote commercial copy for WJRD. (Summer 1985)
- Volunteer, University Television Services, Tuscaloosa, Alabama. Ran cameras, switcher, audio board, and aided in editing for productions. (Spring 1985)
- Activites:** Union Programs Film Committee
SGA Homecoming Quad Jamboree Committee
SGA Recreation Commission
Intramurals Outstanding Leader Award
Intramurals Team Coach
Partlow Director, chairman of student visitation program to Partlow State School for the mentally handicapped.
Head coach for girls softball team
- Personal:** Born May 4, 1964, single, excellent health.
- References:** *Upon request.*



June 29, 1987

To whom it may concern:


Mary Herndon was employed as Sales Assistant at WKSJ AM/FM for six months. She assisted a Sales Staff of eleven people in various capacities and always in a efficient, professional and positive manner.

With a very large and sometimes thankless workload that required extra hours, I never once heard Mary complain. Mary had one of the best attitudes of anyone I have ever known and was indeed a joy to work with.

She is self-motivated, dependable and an extremely bright person. I wholeheartedly recommend Mary Herndon for any position of responsibility you may have available. I feel certain you will find she is prompt, trustworthy and willing to give that extra bit of effort to make things work!

If you have any questions, please feel free to call me at 205-344-9900.

Sincerely,


Jimmy Wilmer
General Sales Manager
WKSJ Radio

JW:cm



July 1, 1987

Mark Goodwin
General Sales Manager
Box 789
Decatur, Al 35602

Dear Mr. Goodwin,

Please find enclosed the application for employment.

Thanks once again for considering me for your station.
If you need any further information, let me know and I will
be more than happy to provide it to you.

Sincerely,



Mary Herndon

Figure 1

Veteran of the U.S. Military service? ☐ Yes ☒ No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

| | FLUENT | GOOD | FAIR |
|-------|--------|------|--------|
| SPEAK | | | German |
| READ | | | German |
| WRITE | | | German |

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin): _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Melissa McGee 110 Woodridge Tuscaloosa, AL 35406 259-4037
Carol Reed #10 Riverside Dr. Tuscaloosa, AL 35406 345-7557
Paul Nelson #2 Rollingwood Tuscaloosa, AL 35406 345-2020

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals With Physical Or Mental Handicaps.

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If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

☐ Handicapped Individual ☐ Disabled Veteran ☐ Vietnam Era Veteran

Signed _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:

☐ Yes

☐ No

Position(s) Considered For: _____

Date _____

NOTES:

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date 6/30/87

Position(s) Applied For Sales

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☒ Other _____

Name Herndon Mary Inge Phone (205) 361-8814
LAST FIRST MIDDLE Area Code
Address 1601 Krollwood Dr #24 Mobile, AL 36609
NUMBER STREET CITY STATE ZIP CODE

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants.
This data is for analysis and affirmative action only. Submission of information is voluntary.

Check one:

☐ Male ☒ Female

Check one of the following:

Race/Ethnic Group: ☒ White ☐ Black ☐ Hispanic
☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander

Check if any of the following are applicable:

☐ Vietnam Era Veteran ☐ Disabled Veteran ☐ Handicapped Individual

-107-

Education

| | Elementary | High | College/University | Graduate/Professional |
|--|------------|--------------------|------------------------|-----------------------|
| School Name | | West End Christian | University of Alabama | |
| Years Completed: (Circle) | 4 5 6 7 8 | 9 10 11 (12) | 1 2 3 (4) | 1 2 3 4 |
| Diploma/Degree | | Diploma | BA-Broadcasting + Mgt. | |
| Describe Course Of Study: | | | | |
| Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities | | | | |

Honors Received:

State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Mary C. Herndon
Signature of Applicant

June 30/1987
Date

For Personnel Department Use Only

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No

Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ NAME AND TITLE DATE

This Application For Employment and Applicant Data Record is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the inclusion in said form of any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

PHIL WILLIAMS
P.O. BOX 62
ONEONTA AL, 35121
205-6255428

AGE: 24
D.O.B. 7/28/62
SINGLE

BASIC EDUCATION:

SUSAN MOORE HIGH SCHOOL GRADUATION DATE 5/27/80

ALL REQUIRED SUBJECTS INCLUDING FOUR YEARS FOOTBALL, TRACK.

CONTINUED EDUCATION:

GADSDEN STATE JR. COLLEGE GRADUATION DATE 6/15/82 WITH A.S.S.D.

COMPLETED COURSES: RADIO/TV SALES, PROMOTIONS, PRODUCTIONS, AND

NEWS REPORTING. ALSO, ALL REQUIRED SUBJECTS.

EXPERIENCE:

WQEN FM GADSDEN - INTERNSHIP 2 (TWO) QUARTERS 1980-1980

DAVID ALAN HARLESS
3315 University Boulevard East
Tuscaloosa, AL 35404
(205) 553-1911

EDUCATION

The University of Alabama, Tuscaloosa, Alabama. Major: Marketing, 1973-1977.

BUSINESS EXPERIENCE

Horizon Ventures, Inc., Tuscaloosa, Alabama. Partner/President/Board of Directors, real estate development. Responsible for concept, design, acquisition and day-to-day operation of a \$2.5 million planned unit development on Lake Tuscaloosa. Consulting work for Farmers Home Administration elderly housing projects for developers throughout the southeast. July 1987 to present.

Merrill Lynch Pierce Fenner & Smith, Tuscaloosa, Alabama; Cowen & Company, Prudential Bache Securities, Houston, Texas. Financial Consultant. Specialized in tax-free municipal bond sales to sophisticated investors as well as bond financing of multi-family housing, stocks, bonds, mutual funds, limited partnerships. October 1982 to July 1987.

Hercules, Inc., Houston, Texas. Chemical Sales Representative. Activities included sales of industrial chemicals to heavy industries and refineries. Training and supervision of plant personnel to enhance plant efficiency through regular inspections and seminars. February 1978 to October 1982.

PROFESSIONAL LICENSES

Series 63 (NASD) - National Association of Securities Dealers; Series 7 (NYSE/NASD) - New York Stock Exchange/National Association of Securities Dealers Full Registration - General Securities Representative; Licensed in Alabama/Mississippi for Life, Health and Disability Insurance; Alabama Real Estate Salesman License.

COURSES

Exceptional Sales Performance, The Forum Corporation; Tax Investments, Prudential Bache Securities; Commodities Trading, Chicago Board of Trade; AYA and Don Williams School of Real Estate; Merrill Lynch Life, Health and Disability Insurance; Prudential-Bache Securities Account Executive Training Program; numerous seminars on stocks, bonds, options, real estate, oil and gas.

ORGANIZATIONAL MEMBERSHIP

Tuscaloosa Board of Realtors; Rotary International; Beta Theta Pi Fraternity

PERSONAL

**Date of Birth: May 20, 1955
Marital Status: Married, one child
Health: Excellent**

REFERENCES

Furnished upon request.

Vera E. Whisenant
420 Sunnyside Subdivision
Columbus, Mississippi 39701
(601) 328-4297

OBJECTIVE

Desire a position in direct sales that will have the opportunity for growth and advancement.

EDUCATION

1969 Mississippi University for Women
Columbus, Mississippi
Data Processing, Business

1962 Graduated Coral Gables High School
Coral Gables, Florida
Business

EXPERIENCE

June 1986-October 1987: Superior Dodge, Columbus, Mississippi. As a sales person, my responsibility was to meet and greet customers, qualify them as to the vehicle they wanted or

REFERENCES
of
Vera E. Whisenant

Wesley Adcock, Director of Sales
WCBI - TV
P. O. Box 271
Columbus, MS 39703
(601) 327-4444

Ron Tew, President
UniSouth Banking Corp.
624 Main
Columbus, MS 39701
(601) 328-1015

Willie Menotti, Owner
Menotti Honda of Columbus
1923 Highway 45 North
Columbus, MS 39701
(601) 328-8236

Ronnie McElrath, Sales Manager
Sesser Chevrolet
Highway 45 North
Columbus, MS 39701
(601) 328-4351

Gary Nelson, Director of Sales

Application For Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application 11/1/87

Position Applied For Advertising sales

Referral Source: ☐ Advertisement ☒ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☐ Other _____

Name Ashley Carole Ann
LAST FIRST MIDDLE
Address 12225 Chicamauga Trail Huntsville AL 35893
NUMBER STREET CITY STATE ZIP CODE
Telephone (205) 881-8965 Social Security Number 432 21 9108
Area Code

If employed and you are under 18,
can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☒ No If Yes, give date _____

Have you ever been employed here before? ☐ Yes ☒ No If yes, give date _____

Are you employed now? ☒ Yes ☐ No May we contact your present employer? ☒ Yes ☐ No

(Please notify me first.)
Are you prevented from lawfully becoming employed
in this country because of Visa or Immigration Status? ☐ Yes ☒ No
(Please indicate citizenship or immigration status
if required upon employment.)

On what date would you be available for work? 2 weeks

Are you available to work ☒ Full Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if a job requires it? ☒ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☒ No ☐ Yes
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain _____

Veteran of the U.S. Military service? ☐ Yes ☒ No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

| | FLUENT | GOOD | FAIR |
|-------|--------|------|------|
| SPEAK | | | |
| READ | | | |
| WRITE | | | |

professional, trade, business or civic activities and offices held.

may exclude those which indicate race, color, religion, sex or national origin): _____

Area Secretary - La Roche League Int. (Area AL 175) 1985-1986
Publicity Chairman - Academy Acclaimers and Arts 1986-1987

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Tony Brown 226 Edinburgh, N.C. 883-5781
Mike Kaylin Huntville Times 532-4000
Todd Le Bon Westbury Baptist Church 881-6582

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If you wish to be identified, please sign below.

☐ Handicapped Individual ☐ Disabled Veteran ☐ Vietnam Era Veteran

Signed _____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

| | | | | | |
|---|---|------------------------------------|--|-------|---|
| 1 | Employer <i>Linder Fields Furn.</i> | Telephone <i>(265) 851-9247</i> | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address <i>20074 N. Memorial Pkwy</i> | | 9/86 present | | sales, display |
| | Job Title <i>sales</i> | | Hourly Rate/Salary | | |
| | Supervisor <i>Bob Rayless</i> | | Starting | Final | |
| | Reason for Leaving | | commission \$15.000 to \$20.000 | | |
| 2 | Employer <i>Auburn Dept. Store</i> | Telephone () | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address <i>Augusta, GA</i> | | 1/79 11/79 | | sales - accessories and Furniture |
| | Job Title <i>Night Manager Furniture Dept.</i> | | Hourly Rate/Salary | | |
| | Supervisor | | Starting | Final | |
| | Reason for Leaving <i>husband transferred</i> | | part time to cover night time hours | | |
| 3 | Employer <i>Coach's Jewelry</i> | Telephone () | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address <i>Anniston, AL</i> | | 11/77 4/78 | | sales, some display some design (mostly sales) |
| | Job Title <i>sales</i> | | Hourly Rate/Salary | | |
| | Supervisor <i>Bill Coach</i> | | Starting | Final | |
| | Reason for Leaving <i>pregnancy</i> | | \$3.65 per hour \$3.65 per hour | | |
| 4 | Employer <i>Coach's Jewelry</i> | Telephone () | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address <i>Habersham, AL</i> | | 9/75 10/77 | | part time sales while attending Auburn University |
| | Job Title <i>sales</i> | | Hourly Rate/Salary | | |
| | Supervisor | | Starting | Final | |
| | Reason for Leaving <i>needed</i> | | | | |

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

Exercises

Exposition

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date 11/8/87

Position(s) Applied For advertising sales

Referral Source: ☐ Advertisement ☒ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☐ Other _____

Name Ashley Carole Ann Phone (205) 881-8965
LAST FIRST MIDDLE Area Code
Address 12225 Chickamauga Trail Huntsville AL 35803
NUMBER STREET CITY STATE ZIP

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check one:

☐ Male ☒ Female

Check one of the following:

Race/Ethnic Group: ☒ White ☐ Black ☐ Hispanic
☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander

Check if any of the following are applicable:

☐ Vietnam Era Veteran ☐ Disabled Veteran ☐ Handicapped Individual

ALICE E. MANNING

207 Lincoln Street, Apt. B
Huntsville, Alabama 35801
(205) 536-6674

OBJECTIVE:

A career as a Sales Manager.

PERSONAL:

Age 28. Have lived in Huntsville, Alabama, all my life, except while attending college.

EDUCATION:

Attended Grissom High School, Huntsville, Alabama. Attended The University of Alabama, University, Alabama. Bachelor of Science in Home Economics, 1981, with concentration on clothing, textiles, design and marketing.

EXPERIENCE: Retail Sales and Management

February, 1987 to Present: Corporate Sales Representative, Huntsville Hilton Towers

Responsibilities: Presently assigned to corporate sales department, responsible for acquiring new business in sleeping rooms, meeting space, banquets and catering functions.

September, 1986 to February, 1987: Corporate Sales Representative, Skycenter

Responsibilities: Assigned to corporate sales department, responsible for acquiring new business in hotel facilities involving rooms, banquets, meeting space, and catering functions as well as solicitation of business from tour groups.

October, 1981 to September, 1986: Assistant Department Manager, and Department Manager, Parisian, Inc., Huntsville, Alabama.

Assigned to Home Store as Department Manager. Job responsibilities are: Supervising sales clerks and other personnel of department. Responsible for scheduling personnel for adequate floor coverage to promote customer service. Develop goal to achieve a high sales volume and maintain excellent customer service. Assist clientele in buying merchandise that is to their liking. Implement creative visual displays to help merchandise sales, noting the attractive features of the product. Provide technical assistance to sales clerks and other personnel. Communicate the objective of the company to personnel. Coordinate and participate in special events such as fashion shows, grand opening party at Madison Square, parties for personnel and promotional activities to create sales. Provide management with information on what is not selling and why. Perform additional tasks as assigned. Have previously worked in the following departments: Ladies Sports Wear, Juniors, Accessories, Boys & Britches and Childrens.

INTERNSHIP:

10/80 to 12/80: J. C. Penney Company, Birmingham, Alabama.

Diversified experience related to business operations in a retail environment by participating in various positions within sales, accounting, credit, stock, catalog and layaway departments. Experience in buying merchandise. Held this position in conjunction with education requirements to achieve credit toward the completion of a Bachelor of Science in Home Economics with minor in Marketing.

Additional and detailed data relative to experience, previous experience, and background are available upon request. Employed as a receptionist and clerk by a law firm during summers while attending college to help defray school expenses.

MEMBERSHIPS:

Alpha Chi Omega Sorority. Former Member of Executive Board.

ACTIVITIES:

House Manager, Assistant House Manger, and Junior Panhellenic Representative
Fashion, Inc.
Home Economics Association
Insurance Society
American Marketing Association
Homecoming Committee
Publicity Committee, Red Cross Blood Drive
Numerous other civic and community activities

REFERENCES:

Available upon request.

Application For Employment

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(PLEASE PRINT)

Date of Application 12/1/87

Position(s) Applied For Account Executive

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In

☐ Employment Agency ☒ Other Mr. Bramlett

Name Potter Teddy (Ted) Bruce
LAST FIRST MIDDLE

Address 3500 Conger Rd. Huntsville Al. 35805
NUMBER STREET CITY STATE ZIP CODE

Telephone (205) 881-1557 Social Security Number 421 74 6414
Area Code

If employed and you are under 18,
can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☒ No If Yes, give date _____

Have you ever been employed here before? ☐ Yes ☒ No If yes, give date _____

Are you employed now? ☐ Yes ☒ No May we contact your present employer? ☒ Yes ☐ No

Are you prevented from lawfully becoming employed
in this country because of Visa or Immigration Status? ☐ Yes ☒ No

(Provide citizenship or immigration status
information required upon employment.)

On what date would you be available for work? 12/1/87

Are you available to work ☒ Full Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if a job requires it? ☒ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☒ No ☐ Yes

(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain _____